



## **Parent Handbook for Pre-K/Kindergarten 2018-2019**

New Haven Reads, founded to “share the joy and power of reading,” increases the literacy skills of children to empower their academic success by providing individually tailored one-on-one after-school tutoring, educational family support, and a community book bank, all at no cost to participants.

*All New Haven Reads programs depend upon private donations, grants, and in-kind support. We welcome financial donations and gently used books. All donations are tax-deductible.*

*We are fortunate to have space and utilities donated by Yale University and the Science Park Development Corporation at three of our sites.*

[www.newhavenreads.org](http://www.newhavenreads.org)

***Welcome to our program!***

**EDUCATION STAFF:** The Pre-K/ Kindergarten classes are taught by certified or experienced teachers. These staff members are your main contacts for New Haven Reads (NHR). Please direct all questions about your child's progress to your child's teacher.

All of our Education Programs are overseen by the Education Director, Hayley Herrington. She can be reached at 203-752-1923 or [hayley@newhavenreads.org](mailto:hayley@newhavenreads.org).

## **PROGRAM DIRECTORY**

### **Program Coordinator**

Allison Pittman

### **Teachers**

Patty Berrios

Veronica Carr

Tarey Hampton

June Ouellette

Verita Rudd

Cassandra Simmons

### **Assistant Teacher**

Kathy Pittman

## **SITES**

**Bristol St. Site:** 45 Bristol Street, New Haven

**Dixwell Site:** 101 Ashmun Street, New Haven

**Willow St. Site:** 85 Willow Street, New Haven

## **PHONE NUMBER**

203-671-9806

203-752-1923 (NHR Main Number)

## **EMAIL**

Please direct all email correspondence to Allison Pittman:

[allison@newhavenreads.org](mailto:allison@newhavenreads.org)

**CURRICULUM:** NHR is for students who have a demonstrated need for help with reading. The Pre-K and Kindergarten Programs are small group classes designed to help students with literacy skills. A focus is put on phonics, comprehension, and sight words. Because NHR is dedicated to improving literacy skills, homework help is not a part of the hour.

**ATTENDANCE:** In order for your child to receive the full benefit of our program, your child must come to each scheduled session. Our attendance policy:

- **ARRIVAL:** Please have your child at the site at the beginning of the hour. Call if you are running a few minutes late so we can notify the teacher.
- **DISMISSAL:** Please pick up your child promptly at the end of the hour. All Pre-K and Kindergarten students are required to be signed out by a parent/guardian. Please alert us to any custody issues that may affect dismissal.
- **ABSENCES:**
  - **EXCUSED:** Notify NHR at least 30 minutes before the start of the session that your child will be absent due to: illness, lack of transportation or unexpected conflict. *Note: if there are 3 excused absences in a row, the Program Director may remove your child from the schedule.*
  - **UNEXCUSED:** Failure to notify NHR at least 30 minutes before the session that your child will be absent, OR arriving 15 minutes or more late to the session without advance notification. *Note: if there are 2 unexcused absences within a 3 week period, the Program Director may remove your child from the schedule.*
- **ILLNESSES:** If your child is sick or stays home from school due to an illness, we kindly ask that you please call your child out from the NHR tutoring program as well.
- **LATE PICK-UP:** If an emergency situation requires you to be late, you must call the Site Director to inform them of your expected arrival time. If you are late picking up your child by more than 10 minutes for three out of four sessions, the Site Director will speak with you, and your child may be placed back on the Wait List until your schedule permits on-time pick-up.

**SCHEDULE:** Classes are held two days a week, one hour each day. Available days are Monday and Wednesday **or** Tuesday and Thursday.

**CALENDAR:** NHR has its own program calendar that is often different from the calendar followed by your child's school. Please keep the NHR calendar handy and check it often.

**BEHAVIOR:** Everyone is expected to be polite and respectful of one another. Behavior issues at NHR are rare because of the small group attention. If a problem arises, the Program Director or teacher will be in touch to see if we can work together to solve the problem. If NHR cannot serve your child's needs, we will work to help you find a more appropriate program. Feel free to contact the Program Director or the Teachers if your child mentions an issue that arose during the session.

**TAKE-HOME BOOKS:** Your child will be encouraged to take home free books at the end of each session. You are not required to return these books, though you may do so. Please encourage your child to take books home each week.

**SNACKS:** NHR will provide healthy snacks at each session. Please do not send in any food with your child, as we have many students with serious allergies.

**REPORT CARDS:** You are encouraged to bring in report cards throughout the academic year so that we can track your child's progress. The June report card is required for fall registration for students leaving Kindergarten and entering first grade. Copies can be made at each site.

**MEETINGS AT SCHOOL:** NHR staff are happy to attend any meetings at school that involve your child's academic progress, including meetings to discuss and review Special Education services, such as 504 and IEP plans. Please give NHR staff proper notice about upcoming meetings and alert the school staff that we will be attending with you.

**SCHEDULE CHANGES:** We do our best to accommodate schedule change requests, but they may not be possible due to class size limits.

**SUMMER CAMP:** We offer a 5 week summer camp for our school-year students. Look for our summer request forms beginning in May.